



MAILING ADDRESS  
IDAHO REAL ESTATE COMMISSION  
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BOISE ID 83720-0077  
WEB SITE: <http://www.irec.idaho.gov>

STATE OF IDAHO

## REAL ESTATE COMMISSION

OFFICE & EXPRESS MAIL ADDRESS  
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BOISE ID 83702  
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TRS (TELECOMMUNICATIONS  
RELAY SYSTEM) 1 800 377-3529

### Instructor Certification Process

Revised 11/29/07

- 1) Instructors must be certified only for Commission-developed courses, which include sales and broker pre-license, CORE, and BCOO.
- 2) Prior to submitting your application, you must complete the following:
  - a. Observe 100% of each course you want to be certified to teach in order to assist you in developing your personalized lesson plan. Items to consider while observing include: teaching methods used by the senior instructor, tips on how to handle problems encountered, helpful handouts or visual aids, guest speakers you could contact, ways to emphasize a point, etc.
  - b. Pass the most current version of the final course exam for each course you want to teach. If not successful on the first attempt, one retake is allowed.
  - c. Assistant teach at least 25% of the course you want to teach. Contact a certified course provider and instructor to arrange an assistant teaching assignment. If you need assistance in arranging your assistant teaching, please contact the Commission's Education Director. Acceptable evaluations from the students and a favorable recommendation from the senior instructor are required. The student evaluation form is available at [www.irec.idaho.gov](http://www.irec.idaho.gov) (form REE-013).
  - d. Upon written request, the Education Council will consider previous training and experience in the adult education field and/or the subject matter in lieu of these steps.
- 3) The instructor certification application form is for original instructor certification and includes certification to teach one (1) course. Submit additional courses on Supplemental Instructor Certification applications (one course per supplemental form). Be sure to provide all requested information for each course. Incomplete applications will be returned. For the purposes of paragraph 4 below, an application is not considered submitted until it is complete.
- 4) Pursuant to Idaho Code 54-2036(1), fully completed applications must be submitted at least 2 months prior to any proposed course offering. Applications received less than 2 months prior to the first scheduled course offering will not be considered.
- 5) Submit the application with the appropriate fee to the Commission's Education Department.
  - a. Paper: Provide **the original** of the entire application and all required attachments; OR
  - b. Electronically: Provide a **CD-ROM** of your application with all required attachments in "**PDF**" or "**TIF**" format, in "portrait" page orientation (not sideways). (The Commission is unable to accept fax or e-mail submissions.)
- 6) Full payment of all fees must be made at the time the application is submitted. The Commission cannot invoice for application fees. Payment may be made by cash, check, or credit card (Visa, Master Card, Discover, American Express).
- 7) Within five (5) business days of receipt of the application, the Education Department will send an e-mail confirmation to the address listed on the application.
- 8) The Education Department processes applications in the order they are received. You will be notified in writing regarding approval or disapproval of your application.
- 9) **Instructor Development Workshop**: Certified instructors must attend a Commission IDW at least once every two (2) years. IDWs are usually scheduled for the third week in May in Boise. Please check the Commission's website for more information.
- 10) **Application forms and the Commission's Education & Certification Policy are available at [www.irec.idaho.gov](http://www.irec.idaho.gov)**. This process requires time and commitment on your part, and the Commission will work with you to complete it as quickly as possible. If you have any questions, please contact Jesama Rosensweig, Education Assistant, at 334-3285, ext. 106, or [Jesama.Rosensweig@irec.idaho.gov](mailto:Jesama.Rosensweig@irec.idaho.gov)



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<i>Commission Use Only</i>	
Approved by/Date: _____	
Effective Date: _____	Expires: _____

## Instructor Certification Application

*(This application is for initial certification to teach Commission-developed courses only.)*

**THIS COMPLETED APPLICATION MUST BE SUBMITTED AT LEAST TWO (2) MONTHS PRIOR TO THE FIRST COURSE OFFERING (IDAHO CODE 54-2036 (1)).**

### A. Personal Information

Name: \_\_\_\_\_ SSN (required): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### B. Required Attachments

Checklist	Attachments	IREC Only
	Three (3) professional reference letters, as stated in Section G	
	Proof of education by designation, certification, degree, license, or class attendance, as stated by applicant in Section C	
	Documentation of experience by license history and/or second party verification, as stated by applicant in Section F	
	Documentation of completing course observation requirement and passing final course exam as stated in Section H	
	Explanations, final order/opinion/judgment, for Section D, if applicable	
	\$50 non-refundable application fee, payable to IREC – this includes initial instructor certification for one (1) course	
	The application is being submitted at least <b>2 months prior</b> to any proposed course offering	

### C. Teaching Qualifications (select all that apply but at least one from each category)

Indicate with a checkmark how you have gained education and experience to **EFFECTIVELY COMMUNICATE** the subject matter. You must provide documentation (i.e. transcripts, certificates, course evaluations).

#### 1. ADULT LEARNING THEORY

\_\_\_\_\_ Obtained a state teaching certificate, successfully completed college course in education or adult learning, OR

\_\_\_\_\_ Completed (or plan to complete no later than \_\_\_\_\_) a Commission-approved instructor training course (such as IREC Instructor Development Workshop)

**AND**

#### 2. TEACHING EXPERIENCE

\_\_\_\_\_ Obtained professional teaching designation from the NAR or REEA, OR

\_\_\_\_\_ Taught seminars/workshops in schools or in an equivalent setting, OR

\_\_\_\_\_ Completed assistant teaching as part of IREC certification process

#### D. Additional Information (please answer both questions)

1. Have you ever had a real estate or other professional or occupational license suspended or revoked for disciplinary reasons or been refused a renewal of a license issued by any state or jurisdiction?  
☐ NO ☐ YES (attach explanation, final order/opinion/judgment)
2. Have you ever been convicted, issued any fine, placed on probation, received a withheld judgment, or completed any sentence of confinement for or on account of any felony or misdemeanor involving fraud, misrepresentation, or dishonest dealing in a court of proper jurisdiction? ("Convicted" means a plea of nolo contendere or guilty, a jury verdict of guilty or a court decision of guilt whether or not a judgment or sentence has been imposed, withheld or suspended. Idaho Code 54-2004(13).)  
☐ NO ☐ YES (attach explanation, final order/opinion/judgment)

#### E. Course Certification Requested (select one – use a Supplemental Application for each additional course)

In considering whether an individual could reasonably be expected to train or prepare the average student in a particular subject, the following factors in addition to the minimum standards as set forth in the law will be considered. These factors have been established based on the normal and usual training and experience prevailing in a particular subject. Indicate with a checkmark the specific criteria under which you qualify to teach any one of the following topics. The Commission will review special consideration requests made in writing based upon educational background and experience.

Check	Course	Qualifications
<input type="checkbox"/>	Modules 1 and 2 (Salesperson Pre-license Courses)	Applicant should have at least 5 years active real estate-related experience
<input type="checkbox"/>	Brokerage Management (Broker Pre-license Course)	Applicant should have an active broker's license, and at least 5 years active real estate-related experience
<input type="checkbox"/>	Law (Broker Pre-license Course)	Applicant should be an actively-licensed attorney
<input type="checkbox"/>	Finance (Broker Pre-license Course)	Applicant should have at least 5 years active real estate-related and/or finance experience
<input type="checkbox"/>	Valuation and Analysis (Broker Pre-license Course)	Applicant should be an actively licensed or certified real estate appraiser
<input type="checkbox"/>	Business Conduct and Office Operations (Broker Pre-license Course)	Applicant should have at least 5 years active real estate-related experience and be actively licensed as a broker
<input type="checkbox"/>	Commission CORE Course (Continuing Ed Requirement)	Applicant should have at least 5 years active real estate-related experience

**NOTE: Definition of "real-estate related experience":** A licensed real estate sales associate or broker; an attorney at law with practice in real estate transactions; closing real estate transactions for escrow companies, mortgage companies, or similar institutions (with decision responsibility); an officer of a commercial bank, savings and loan association, title company or mortgage company, involving all phases of real estate transactions; a real property fee appraiser or salaried appraiser for a governmental agency; experience in all phases of land development, construction, financing, selling and leasing of residences, apartments or commercial buildings; experience in real estate investment, property management, or analysis of investments or business opportunities.

#### F. Minimum Qualifications (indicate which one applies)

Check	Qualification (Idaho Code 54-2032 to 54-2034)	Documentation Required
<input type="checkbox"/>	Qualified or full-time instructor or professor of an accredited college or university in any state or jurisdiction and who teaches real estate-related courses	School administrator's letter documenting qualifications
<input type="checkbox"/>	Individual currently approved or certified and in good standing as a real estate instructor for the same or similar course material in any other state or jurisdiction	Jurisdiction documentation
<input type="checkbox"/>	Individual who is appointed to teach a nationally-recognized real estate course which is generally accepted in other states or jurisdictions.	Appointment or jurisdiction documentation
<input type="checkbox"/>	Individual who has completed the Distinguished Real Estate Instructor (DREI) designation from the Real Estate Educator's Association	Copy of certificate or letter of award
<input type="checkbox"/>	Individual with at least 5 years active real estate –related experience (must also successfully complete a Commission-approved instructor training procedure, including assistant teaching)	Documentation of real estate-related experience AND second party verification; OR certified license history
<input type="checkbox"/>	Attorney actively licensed in any state or jurisdiction with at least 5 years of active practice in the areas of study proposed to be taught (must also successfully complete a Commission-approved instructor training procedure, including assistant teaching)	Proof of active licensure AND documentation of areas of practice
<input type="checkbox"/>	Special consideration requested based upon educational background and experience	Letter from applicant describing education and experience including documentation AND second party verification of experience

### G. Professional References (attach letters)

Each instructor applicant must provide at least three (3) professional reference letters attesting to the applicant's real estate-related experience and teaching ability.

### H. Additional Requirements

The following are requirements you **MUST** complete for **EACH** course for which you are requesting instructor certification. Please attach documentation from your senior instructor that you have completed these requirements.

#### Course Observation

You must attend the whole course in order to get acquainted with the required course materials and the various levels of expertise of adult students in those courses. You are encouraged to make notes concerning any methods used by the principal instructor that you especially liked, including tips on how to handle problems encountered in the course, overheads or handouts that might be helpful, guest speakers you could contact to cover certain areas, ways to emphasize a point, etc. These notes will be helpful to you in developing your personalized lesson plans.

#### Pass the Course Final Examination

You must successfully complete the final course exam for the most current version of the course in effect on the application date. If not successful on the first attempt, one (1) retake is allowed.

### I. Proposed Course Schedule

Is your first course scheduled? Please circle one:

Yes

No

If you answered "yes", please give the date, location, and provider of the class (pursuant to Idaho Code 54-2036(1). Applications must be received not less than 2 months prior to the first scheduled course offering):

### J. Signature and Certification (sign and notarize)

**IRREVOCABLE CONSENT TO SERVICE:** In order to be certified as an instructor in accordance with Idaho real estate license law, I hereby appoint the Executive Director of the Idaho Real Estate Commission to act as my agent upon whom all judicial and other process or legal notices directed to me may be served. I hereby consent that any lawful process against me that is served upon the Executive Director shall be of the same legal force and validity as if served upon me and that this authority shall continue in force so long as any liability remains outstanding in the state of Idaho. I acknowledge that it is my responsibility to provide the Idaho Real Estate Commission with a full and current mailing address and to notify the Commission in writing of any change in mailing address within ten (10) business days of the change. (Idaho Code 54-2033(2)(b)(ii).)

**CERTIFICATION BY APPLICANT:** I certify that all responses are true and correct to the best of my knowledge. I understand that untrue responses or misrepresentations may result in my application being rejected or my certification cancelled. Failure to maintain the qualifications required by Idaho Code 54-2033(2)(a) may also result in my certification being withdrawn or cancelled. I agree to comply with the Idaho Real Estate License Law and Rules and the IREC Education & Certification Policy, as they may be amended from time to time.

\_\_\_\_\_  
Applicant Signature

State of \_\_\_\_\_ )  
 ) ss  
County of \_\_\_\_\_ )

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

SEAL